



Policy Chapter: Chapter 6 Faculty Affairs

Policy Number and Title: 06.031 Pre-Finals Days, Reading Day, and Final Examinations

I. Policy Statement

To allow students adequate time to prepare for final examinations, UNT sets aside days preceding final examinations during which no new material may be disseminated, and extracurricular and organizational activities are suspended. Final examinations must be administered at the designated time of each long semester, wintermester, and summer term unless authorized by this policy.

II. Application of Policy

All Faculty and Students

III. Policy Definitions

A. Pre-Finals Days

“Pre-finals days,” in this policy, means the two calendar days preceding the reading day of each fall and spring semester. The dates will be established as part of the final examination schedule.

B. Reading Day

“Reading day,” in this policy, means the Friday of the week immediately preceding final exams each fall and spring semester. The date will be established as part of the final examination schedule.

IV. Policy Responsibilities

A. Reading Day and Pre-Finals Days

1. Requirements

On reading day no classes will be held. During pre-finals days and on reading day, no new curricular content may be disseminated, student organizations may not meet or host events, and departments may not require attendance at extracurricular activities.

2. Exceptions

- a. Compressed or irregularly scheduled classes, and classes that meet only once per week are exempted from the requirements in IV.A.1.
- b. Any request for an exception from the requirements in IV.A.1. must be approved in advance. Requests must be submitted to the appropriate chair/director and must be approved by the chair/director and dean or vice president or their designee.
- c. Student organization events are not eligible for an exception from the requirements in IV.A.1.

B. Final Examinations

1. During exam week or designated exam day for either wintermester or summer term, student organizations may not meet or host events.
2. Faculty members are required to administer final examinations at the designated times during the exam week of each long semester and during the specified day of each wintermester and summer term if a final examination for the course is required.
3. Any deviation from the published exam schedule must be approved in advance by the appropriate academic dean.

4. Procedures for Requesting of Final Examination

Students who have more than two final examinations scheduled on one day may request to reschedule one of the examinations to a different day during the final examination period, as follows:

- a. A student must request to reschedule their final exam with their respective faculty member. This request must be made in writing to the instructor of record for the course in which the examination is scheduled. This request must be made by the last regularly scheduled class meeting before pre-finals days.
- b. The request should identify the course name as well as the date and time each final is scheduled; and offer a time when the student is available to take the exam. Instructors of record may, but are not required to, reschedule an examination on the date requested by the student.
- c. If a student's request to reschedule their final exam is denied, the student may appeal to the dean or the dean's designee of their respective major. The decision of the dean (or the dean's designee) is final.

5. Extraordinary Events Affecting Final Examinations

In the event of extraordinary situations that impact the functioning of the entire university, the final examination schedule may be modified. In such cases, pronouncements by the provost regarding rescheduling of examinations will supersede the published schedule for final examinations. In the event of an extraordinary circumstance impacting final examinations, unit administrators must communicate with faculty directly about processes and procedures to ensure accurate reporting of final grades.

V. Revision History

Policy Contact:	Policy Director, Office of the Provost and VP for Academic Affairs
Approved Date:	11/1982
Effective Date:	11/1982

Revisions:	08/1995, 06/1999, 07/2003, 01/2009, 10/2015, 05/01/2019, 04/17/2023
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